



# REHABILITATION/WEATHERIZATION SPECIALIST

## Department of Community Services

The recruitment will remain open until sufficient applications from qualified candidates are received. The initial review will be conducted for all applications received by 5:00 pm on November 28, 2006.

### THE JOB

This position within the Housing Preservation Program is responsible for the inspection of residential property to identify rehabilitation and weatherization needs. The Specialist determines compliance with building codes, Housing and Urban Development quality standards, and Washington State Low Income Weatherization Program Guidelines. Primary responsibilities include preparing documentation and cost estimates of required rehabilitation and weatherization work; developing bid specifications and drawings which conform with local building, electrical, plumbing, mechanical, zoning, fire, and other applicable regulations; reviewing rehabilitation loan applications; explaining program requirements, preparing reports and maintaining file documentation; assisting in the review of bids and selection of contractors; establishing and facilitating effective working relationships between and with contractors and property owners; monitoring construction work through regular on-site inspections and working with contractors and property owners to ensure compliance with codes, regulations, and specifications; verifying contractor eligibility for programs and coordinating activities with County building inspectors and performing other related duties as assigned. This position works under the supervision of the Senior Rehabilitation Specialist.

### QUALIFICATIONS

Requires three years of residential construction related experience involving knowledge of code requirements and public contact. Associates Degree or equivalent from an accredited college or university with major course work in real estate, building inspection, construction technology or a related field. Any combination of experience and training that would likely provide the required knowledge and abilities will be considered. The ideal candidate will have the following strengths:

- Two years experience with HUD/Weatherization related construction programs.
- Strong time management skills. Ability to prioritize and accomplish work efficiently.
- Possess a valid driver's license, with daily access to a vehicle.
- Excellent interpersonal communication skills. Ability to mediate with contractors, property owners and residents.
- Demonstrate sufficient strength, agility, and dexterity to perform the work of the position.
- Demonstrated computer experience with Microsoft office, database entry, and computerized auditing.
- Current NWPPA auditor certification or equivalent. Or successful State recognized BPI training and certification within 9 months of hire date.
- Knowledge/certification in Lead Safe Work Practices

**Knowledge of:** construction rehabilitation practices; residential housing, zoning and related building, electrical, plumbing codes, and energy codes; indoor air quality, combustion safety, lead safe work practices, construction material building products material grades and quality workmanship; bidding and awarding procedures.

**Ability to:** recognize structural deficiencies and residential code violations; read and interpret plans, specifications and contracts; compute and analyze mathematical calculations; research and interpret building related codes; operate modern office equipment including a computer; communicate clearly and concisely, both orally and in writing; negotiate differences and problems with contractors or laborers; establish and maintain effective working relationships with those contacted in the course of work; inspect attics crawl spaces and roofs of houses; travel from job site to job site within standard time limits.

### SALARY

The salary range is \$18.59 – \$23.70 per hour. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement.

### SELECTION PROCESS

1. Application Review: (Pass/Fail) – All applicants must complete a Clark County application and submit it to the Human Resources department by 5:00 p.m. on the closing date. Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. Supplemental Application: (Pass/Fail) – In addition to the Clark County application, applicants must submit and complete the supplemental application. Please see the attached document entitled Supplemental Application Questions. Applicants who do not have the supplemental materials will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
3. Resume: (Pass/Fail) – Applicants must submit a resume *detailed* their level of experience. Applicants who do not have the supplemental materials will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
4. Oral Interview: (Weighted 100%) - The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.

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## **REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:**

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. *Please read application materials thoroughly to determine application requirements.*

**Clark County Human Resources Department**  
**1300 Franklin Street - 5th Floor**  
**PO Box 5000**  
**Vancouver, WA 98666-5000**

**FAX** (360) 397-2457 / **TDD** (360) 397-6032  
**JOB INFO LINE** (360) 397-6018  
**E-MAIL** [HRADMIN@clark.wa.gov](mailto:HRADMIN@clark.wa.gov)  
**INTERNET** <http://www.clark.wa.gov>

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## **THE COUNTY**

Clark County, Washington is a growing community with a population in excess of 403,500, including the City of Vancouver (population 152,900). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

## **EQUAL OPPORTUNITY EMPLOYER**

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability, and sexual orientation. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2468; TTY (360) 397-2445. If you have questions regarding job announcements please call (360) 397-2456.

**NOTE:** This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



# REHABILITATION/WEATHERIZATION SPECIALIST

## Supplemental Application Questions

*Posting #06-11-184*

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**In addition to the application, please submit a narrative supplement describing your experience in the areas listed below. Completion of the narrative supplement is necessary and must be submitted with your application to Human Resources by the final filing date. CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.**

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Applications and supplemental responses will be evaluated on the basis of overall qualifications for the position: related *experience, knowledge, skills, and abilities*. Those candidates whose qualifications most closely match the position's needs will continue in the selection process. Be sure to answer all sections completely and accurately, describing specific and relevant examples from your background. Use additional sheets of paper if necessary.

1. Describe your experience working with home and/or property owners. Include specific examples of problems you have dealt with and your method of resolution. Identify specific examples of experience with low-income households,
2. Explain the pressure and thermal boundaries in a house. Describe what they are, how they are determined, and how they relate to one another.



proud past, promising future

## Human Resources Department

1300 Franklin Street – 5th Floor/PO Box 5000

Vancouver, WA 98666-5000

PHONE (360) 397-2456 FAX (360) 397-2457

TDD (360) 397-6032

Email: hradmin@clark.wa.gov

www.clark.wa.gov

## EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

### GENERAL INFORMATION

POSITION APPLYING FOR		POSTING#	Social Security # (Used for processing -Optional)	
Last Name		First Name	Middle Initial	
Address		City	State	Zip + Four
Home Phone ( )	Work Phone ( )	Cell Phone ( )	Other ( )	
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes [ ] No [ ]		Are you legally eligible for employment in the United States? Yes [ ] No [ ]		
Will you accept: [ ] Regular [ ] Temporary Will you accept: [ ] Full Time [ ] Part Time		Shifts you will accept: [ ] Day [ ] Evening [ ] Night [ ] Weekend		
Have you been convicted or released from prison within the last 10 years? Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations (do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old)? Yes [ ] No [ ] If Yes, explain below. (A conviction record will not necessarily bar you from employment.)				
Date	Charge	Sentence	Remarks	

### EDUCATION

Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Degree/Title	Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.						

## CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2468; TTY (360) 397-2445. If you have questions regarding job announcements please call (360) 397-2456.

## EMPLOYMENT HISTORY

List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.

### ***MOST RECENT POSITION***

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone (     )

Specific Duties:

Dates Employed:

From                  To

\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_

mm yy      mm yy

Hours per Week \_\_\_\_\_

Final Salary \_\_\_\_\_

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May we contact your current employer? Yes [ ☐ ] No [ ☐ ]

Reason for leaving or considering change:

### ***OTHER EXPERIENCE***

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone (     )

Specific Duties:

Dates Employed:

From                  To

\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_

mm yy      mm yy

Hours per Week \_\_\_\_\_

Final Salary \_\_\_\_\_

Reason for leaving:

### ***OTHER EXPERIENCE***

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone (     )

Specific Duties:

Dates Employed:

From                  To

\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_

mm yy      mm yy

Hours per Week \_\_\_\_\_

Final Salary \_\_\_\_\_

Reason for leaving:

**Attach additional sheets if necessary to include all work history.**

Be as complete as possible in outlining the duties of each position.

### **AGREEMENT, CERTIFICATION AND AUTHORIZATION**

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature is required at time of hire.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

## EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: \_\_\_\_\_ Posting No: \_\_\_\_\_

**GENDER:** Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

**ETHNIC GROUP:** If you are more than one race, please indicate one group only for record-keeping purposes.

[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

☐ *American Indian or Alaskan Native.* Tribal Affiliation: \_\_\_\_\_

☐ *Asian or Pacific Islander:*

☐ *Black (not of Hispanic origin):*

☐ *Hispanic*

☐ *White (not of Hispanic origin):*

**VETERAN:** Yes ☐ No ☐

**DISABLED:** Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

**DISABLED VETERAN:** Yes ☐ No ☐

### RECRUITING SOURCE

**Please tell us how you heard about this position** (select only one source):

#### Publications:

☐ The Columbian ☐ The Oregonian ☐ The Asian Reporter ☐ El Latino de Hoy

☐ The Skanner-Portland ☐ Seattle Times ☐ Spokane Review ☐ The Olympian

#### Internet Sites:

☐ Columbian website ☐ Oregonian website ☐ Clark County Website ☐ Seattle Times website

☐ El Latino de Hoy website ☐ Other Internet/Website: \_\_\_\_\_

#### Other Sources:

☐ Clark County Bulletin Board ☐ College/Career Center Referral ☐ Acquaintance/County Employee

☐ Other: \_\_\_\_\_